

UNA Communicable Disease Prevention Plan

Understanding the risk

Preventing communicable disease involves taking ongoing measures to reduce the risk for communicable disease transmission in the workplace.

UNA Management Team will monitor, review disease-related information and implement disease-related orders, guidance and notices released by the following sources:

- Vancouver Coastal Health
- BC Provincial Health
- BC Recreation and Parks Association
- viaSport

Key health- and safety-related updates will be discussed in the regular weekly management meetings and follow-up action items (e.g. policy review or update, procedure review or update, development of an implementation plan) will be made when necessary.

Implementing measures, practices and policies to reduce the risk

The UNA has implemented policies to support staff who have symptoms of communicable disease so they can avoid being in the workplace when sick.

If you are showing symptoms of communicable disease, reduce your contact with others:

- Stay home, do not come to work.
- Contact your direct supervisor and advise your situation.
- Visit a health care professional as necessary

The *UNA Employee Handbook* contains information about paid sick leave on Section III, Subsection H:

Permanent employees are eligible for five paid sick days per calendar year and six paid personal leave days per calendar year. These sick and personal leave days include any unpaid leaves required by the BC Employment Standards Act (e.g. Family Responsibility Leave, Illness and Injury Leave) and are not in addition.

We operate on the honour system when it comes to general employee sick leave. We trust that employees who call in sick are truly sick. After three days of consecutive absence due to illness, you may be asked to provide a doctor's note confirming any medical restrictions you may have and when you will be able to return to work.

The UNA provides hand-hygiene facilities and proper supplies. Use policies and signage to remind workers to wash their hands and to cover coughs and sneezes.

Multiple hand sanitizer stations are available and accessible at the UNA Main Office, Wesbrook Community Centre and Old Barn Community Centre.

The Tricom janitorial team is responsible for maintaining the hand sanitizer stations and hand washing soap dispensers stock at an appropriate level.

UNA staff have full access of the following personal-hygiene and disinfectant supplies:

- Disinfectant wipes and spray
- Disposable gloves in assorted sizes
- Disposable face masks
- Personal hand sanitizer

Posters and communications related to communicable disease are posted in the appropriate areas:

- Handwashing posters are posted in washrooms and staff kitchen
- Cover Coughs and Sneezes Posters are posted in washrooms and staff kitchen

The UNA maintains a clean environment through routine cleaning processes that are appropriate for its industry and work practices.

Tricom provides daily porter/janitorial services between Monday to Friday for Wesbrook Community Centre and Old Barn Community Centre.

Tricom provides daily evening facility clean up between Monday to Saturday after the Wesbrook Community Centre and Old Barn Community Centre have closed for public use.

The UNA recommends the following to all staff using shared workstations:

- Before your shift, use disinfectant wipe to wipe down desk surface area. Use disinfectant wipe to wipe down:
 - Phone receiver and buttons
 - Keyboard
 - Mouse
- For ad-hoc spot cleaning, the UNA provided the following supplies for staff:
 - Disinfectant wipes and spray
 - Disposable gloves in assorted sizes
 - Protective eye wear and face shield
 - Training material for the use of disinfectant spray.

The UNA ensures that building ventilation systems are properly maintained and functioning as designed. For staff without ventilation or without direct control of their building's ventilation system, they may take other measures to improve air circulation, including opening windows.

The UNA's HVAC systems in Wesbrook Community Centre and Old Barn Community Centre are regularly maintained and inspected. All HVAC systems services and maintenance are up to date.

All staff have access to open windows and doors as necessary in order to promote airflow in the UNA Main Office, Wesbrook Community Centre and Old Barn Community Centre.

The Wesbrook Community Centre HVAC system is controlled by a DDC system. Air circulation contains 30% fresh air at the minimum level.

During a period of elevated risk, a medical health officer of the provincial health officer will provide information and guidance about the risk and how the UNA can reduce it. The measures that the UNA will implement will depend on the type of disease and the methods of transmission.

The UNA Management Team will review new guidance, notices, orders and recommendations from Public Health during the weekly management meeting as necessary.

The UNA Management Team will implement appropriate control measures to reduce the risk that are relevant to our industry and workplace and following the direction of Public Health.

The UNA will also hold an annual flu shot clinic to all UNA staff as a measure to control communicable disease transmission in the workplace.

Communicating measures, practices and policies

The UNA ensures that everyone entering the workplace, including workers from other employers, receive information about its measures, practices and policies for managing communicable diseases.

Updates to the Health and Safety Policy will be communicated through the following channels:

- Email
- Microsoft Teams
- Internal Weekly Staff Update
- Health and Safety Committee Bulletin Board

All UNA staff receive an electronic copy of:

- UNA Communicable Diseases Prevention Plan
- UNA Employee Handbook
- UNA Work from Home Policy

For eligible staff, the UNA will supply a laptop workstation to facilitate working from home. To make arrangements for working from home, eligible staff can find more information in UNA Work from Home Policy.

Monitoring the workplace and updating the plan as necessary

The UNA continually evaluates and updates its plan to reflect changing risk levels and work practices.

The UNA Management Team will monitor in the weekly management meeting, to review any news in guidance, notices, orders and recommendations from Public Health as necessary.

The UNA Joint Health and Safety Committee (JHSC) meets on a regular monthly basis, during the last Thursday of each month, to review and discuss workplace health and safety related issues arises in the previous month. Workers can bring their health and safety concerns to the JHSC members for review. This will provide the opportunity to bring up worker's concern during JHSC monthly meeting. When necessary, the JHSC will provide recommendations to the employer for implementing measures, practices and policies that will help uphold safety standard in the workplace. The JHSC is currently reviewing workplace inspection procedures.

The UNA has an Incident Report System and First Aid Report System that is accessible by all staff members, while supervisors and the Management Team have full access to the reporting systems in order to continuously evaluate, monitor and review our workplace safety and risk level, and update policies and procedures related to worker safety.